

Terms of Business

Management: The Northern Rivers Careers Expo is organised, in good faith, by Connect Northern Rivers Inc, who can be contacted on 0447 185 428 or 1300 183 352 or at ingrid.johansen@connectnr.com. The Expo Organiser will not in any circumstances be liable for any loss, damage or injury which may be incurred in connection with the event.

Operating Hours: The Expo will run on Tuesday 25 July 2023 from 9 am to 2 pm. The Expo Organiser reserves the right to amend these times and or dates and or change the venue location at its own discretion – exhibitors will be informed if this occurs. Any such change does not constitute a valid reason for cancellation of any aspect of an exhibitor's booking.

Site Information: Stand sizes may vary and are allocated in the order of booking, endeavouring to satisfy the display preferences of the exhibitor, however, the allocation of sites remains at the complete discretion of the Expo Organiser. All Expo sites will have access to power and the venue supplies Wi-Fi upon request. The organiser cannot guarantee the quality or availability of Wi-Fi access.

Set up: Access to the venue will be from 1 pm to 5 pm on Monday 24 July 2023. The site will also be open from 7 am Tuesday 25 July 2023. Site set-up must be completed by 8:30 am Tuesday 25 July 2023. Large vehicles, displays or machinery must complete bump in by 7:30 am on the Expo day 25 July 2023.

Break Down: Exhibitors must not begin to dismantle or pack up their site until the event closes at 2 pm Tuesday 25 July 2023.

Requirements: All exhibitors must operate in a rational and fair manner and accept the following conditions:

- The exhibitor must at all times ensure that pedestrian traffic is not blocked as a result of persons visiting their site.
- The exhibitor must ensure that Workplace Health and Safety practices are observed at all times at their expo site.
- Exhibitors must ensure that noise levels emanating from their site will be at a level that is considerate of others.
- Visitors must not be coerced into providing personal details for mailing lists, but may do so by free choice.
- Exhibitors must not promote any item or service considered by the Expo Organiser to be inappropriate.
- The Expo Organiser reserves the absolute right to Cancel or Veto any exhibit or activity.
- Directions from the Expo Organiser must be adhered to in all instances.

Power: 240 volt, single-phase power (10 amps) is available. You will need to provide your own cables with all cords displaying a current appliance test tag. Untagged items will be banned from use or may be tested, for a fee of \$20 per item, by the onsite electrician.

Security & Risk: The exhibitor acknowledges that any loss or damage to any stock, equipment, reputation or goodwill that may result for whatever reason either before, during or after this event is at the exhibitor's own risk. The Expo Organiser takes no responsibility for any of the above, or any claim against or resulting from the Northern Rivers Careers Expo.

Damage: Exhibitors must not adhere or affix to, write on, screw into, hammer or modify the walls, hall or building in any way. The exhibitor will meet the cost of any damage or repairs caused by the exhibitor, its staff, or as a result of the exhibitor's activity at the Expo. If any damage occurs, the exhibitor must inform the Expo Organiser immediately.

Hazardous Material: Exhibitors must notify the Expo Organiser if any item involved with their Exhibit is classifiable under the HazChem schedule. The Expo Manager has the right to refuse the storage and/or usage of any such material.

Public Liability Insurance: The Exhibitor shall take out public liability insurance with a limit of no less than \$10 million (and indemnities) and will indemnify the organiser, its agents, servants, contractors and employees from all actions, claims, demands, losses, damages, costs and expenses arising from the participant's use of the site and in particular but without limiting the generality of the foregoing against any loss, damage or injury from any cause whatsoever to the property or person caused by or contributed to by the use of the site by the participant or any servant, agent or other person duly authorised by the participant whether such loss, damage or injury occurs on the site or not and whether caused by any act, omission, neglect, breach or default of the participant or any other person.

Refund Policy: Should activities be cancelled, or attendance be poor, due to weather, or for any other reason, there will be no refund of fees. The Expo Organiser incurs almost all expenses relating to the event in advance, hence, refunds are not possible.

Cancellation: Should you need to, notice of your cancellation must be received in writing NO LATER THAN Tuesday 27 June 2023 and will incur a cancellation fee of 50% of the value of the booking. The Expo Organiser reserves the right to cancel any booking that has not paid in full and submitted a Public Liability Insurance Certificate by 27 June 2023 and the cancellation fee will be charged.

Payment: An invoice will be issued upon receipt of your booking. Full payment is payable within 21 days of invoice being issued. Please quote your invoice number when paying electronically. Any queries contact ingrid.johansen@connectnr.com.

Covid Safety: The Northern Rivers Careers Expo will follow NSW Health guidelines in regard to running a COVID safe event to ensure everyone's safety. We will keep you informed of any changes and if we are required to cancel the event due to COVID you will be able to roll your booking over to the next scheduled event.